

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**SUPERINTENDENT - STREETS
PUBLIC WORKS DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs supervisory and administrative work in the coordination of Public Works projects for the City of Asheville. Employee reports to the Public Works Director.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class serves as administrator and supervisor in charge of all infrastructure in the public rights-of-way to include streets construction and maintenance, sidewalk maintenance and construction, storm drain system maintenance and construction, tree trimming and removal, mowing, signage and markings, and emergency services to ensure public access and conveyance. The employee is responsible for overseeing work of all labor crews, short- and long-range project planning, budget preparation and monitoring, appraising work of subordinate employees, coordinating response to emergency situations, and preparing a variety of files, records, correspondence and reports. Work is performed under limited supervision of the Public Works Director and is evaluated through assessment of Street Division operations.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises a staff of skilled construction and clerical personnel, ensuring adherence to established policy and ensuring assigned jobs are completed accurately, safely, and using proper standards and procedures.

Prepares division budget and monitors/oversees expenditures; orders equipment and supplies as necessary.

Plans projects and coordinates activities with other utilities and departments; writes specifications; inspects construction projects; reviews engineering specifications and drawings; manages maintenance and repairs of Public Works complex; oversees the performance of non-routine maintenance on Public Works equipment and machinery.

SUPERINTENDENT - STREETS

Responds to inquiries about Public Works projects and complaints related to labor crews from City employees. Works closely with the public regarding issues related to projects.

Maintains up-to-date knowledge of the current literature, trends, and developments in the field of public works administration; equipment and construction techniques; attends meetings and conferences on public works administration; coordinates and leads meetings with subordinate employees.

Prepares a variety of routine and special correspondence and reports to include complex cost-benefit analysis and statistical reports.

ADDITIONAL JOB FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the practices and procedures of leadership and supervisions.

Thorough knowledge of techniques used to coordinate, assign, direct and supervise a large, diverse staff of unskilled to skilled personnel.

Thorough knowledge of the operation and minor maintenance of hand and power tools, and heavy motorized equipment.

Thorough knowledge of the standard methods, materials and equipment employed in basic construction and maintenance operations, including street, sidewalk, right-of-way maintenance, and drainage installation and maintenance work.

Considerable knowledge of the occupational hazards and the proper safety precautions involved in crew work areas, hand and power tools, and general maintenance and construction work.

Considerable knowledge in preparing a variety of moderately complex analytical reports and records.

Ability to prepare, implement and monitor program budgets.

Ability to prepare job estimates.

Ability to coordinate a variety of activities with other City departments.

Ability to communicate with irate public and formulate win-win strategies.

Ability to communicate effectively orally and in writing.

Ability to present information orally before large groups of people.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

SUPERINTENDENT - STREETS

MINIMUM EXPERIENCE AND TRAINING

Graduation from an accredited college or university with major course work in building trades, civil engineering or a related field, and 6 to 9 years of construction supervision and management experience, civil engineering, or public works experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Possession of an appropriate, valid driver's license issued by the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities, and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 23
Exempt